

FSC-184-B		12/16/97	
SUBJECT: 1998 Holiday Schedule			
DISTRIBUTION:			
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<input checked="" type="checkbox"/> RBM	<input checked="" type="checkbox"/> AE	<input type="checkbox"/> Sales Rep	
<input checked="" type="checkbox"/> ROM		<input type="checkbox"/> Retail Rep	

(Please distribute to all Sales and Retail Representatives.)

- Objective:**
- Communicated Company Paid Holidays for 1998.
 - Remind Field Sales employees of procedures for reporting same via the Automated Labor Reporting System

Purpose: Insure all Field Sales employees are aware of 1998 Holidays.

During 1998, the Company has scheduled the following paid holidays for all Field Sales employees:

Thursday	January 1, 1998	New Year's Day
Monday	January 19, 1998	Martin Luther King, Jr. Day
Friday	April 10, 1998	Good Friday
Monday	May 25, 1998	Memorial Day
Friday	July 3, 1998	Independence Day
Monday	September 7, 1998	Labor Day
Thursday	November 26, 1998	Thanksgiving Day
Friday	November 27, 1998	Day after Thanksgiving
Friday	December 25, 1998	Christmas Day

Field Sales employees will continue to be allowed to designate a maximum of two (2) individual days to be observed as paid holidays in 1998 (regional/personal holidays). Employees hired prior to 7/1/98 will be allowed to pick two regional/personal holidays, while any employees hired on or after 7/1/98 will be allowed to designate one regional/personal holiday for 1998.

Employees are reminded all Company paid holidays (the nine days shown as scheduled for all Field Sales employees) are automatically loaded into the Automated Labor Reporting System for payment of the appropriate number of holiday hours to be paid to each employee. Therefore, when asked by the voice response system if you worked, you should answer "no" unless you actually worked on the scheduled holiday.

Regional/personal holidays are not scheduled within the Automated Labor Reporting System. Therefore, if you observe a day as a holiday, you must enter the appropriate holiday hours in the system. As a reminder, part-time employees are to enter 6.4 hours holiday for any personal holidays observed during 1998.

Program Contacts: Your Region Operations Unit
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